

Code of Conduct Intake Form - March 2024

If you have witnessed a violation of the [Event Code of Conduct](#), we have established a [process](#) to address your concerns. All conference participants can access this process including delegates, students, speakers, organizers, exhibitors, sponsors, volunteers, host institution staff, and CEEA-ACÉG staff.

More detailed information about the process can be found at: <https://ceea.ca/wp-content/uploads/2024/03/Event-Code-of-Conduct-CEEA-v.4.pdf>

This form is used to help us better understand the nature of the complaint and any remedial actions that need to be taken.

Please note that we will endeavour to keep your information as confidential as possible. We reserve the right to seek assistance from local authorities and/or the event venue if needed.

Completed forms are initially reviewed by the CEEA-ACEG Executive Director.

If you have questions about how to fill out this form, please send a confidential email to conduct-conduite@ceea-aceg.ca.

(*) Indicates optional information

PART 1- Confidentiality Notice

1. By selecting one of the following boxes, you are acknowledging that you have read and understand how your complaint will be processed, and how the information will be used. Your complaint cannot be processed if you do not select one of the following options. Regardless of your selection, the [Event Code of Conduct](#) and its implementation must be compliant with legislation of relevant jurisdiction, and does not deviate from these laws, nor any conditions set on conference and/or event participants by their employer.

- I request confidentiality. I chose to identify myself for the purposes of making this submission to CEEA-ACÉG but I DO NOT give consent to CEEA-ACÉG to provide my name or any other identifying information to any other person or entity, except where required by law.
- I waive confidentiality and give consent to the CEEA-ACEG to release my identity outside CEEA-ACÉG on a need-to-know basis. By waiving confidentiality, I understand that I may improve the ability of CEEA-ACÉG to assist me and address the violation. I understand that no action constituting a reprisal, or a threat of reprisal, for making a complaint or disclosing information may be taken by any CEEA-ACÉG staff or volunteer.
- I chose to provide my complaint anonymously. I understand this may limit the ability to conduct an inquiry, if one is warranted, or to appropriately address the alleged wrongdoing. Note: If you select this option, we will be unable to contact you for additional information or clarification.

If applicable, please select the complaints process you wish to pursue. More information on the complaints process can be found at: <https://ceea.ca/wp-content/uploads/2024/03/Event-Code-of-Conduct-Complaints-Process-v.1.pdf>

- Process A- Informal
- Process B- Formal

PART 2 - Your Information

DO NOT FILL OUT PART 2 IF YOU OPTED TO REMAIN ANONYMOUS

1. Contact information

- Mr.,
- Mrs.,
- Ms.,
- Mx.,
- Rank, or Title) _____

First Name _____ **Middle Initial** _____

Last Name _____

Telephone number (Primary) _____ **(Secondary)** _____

Email address _____

PART 3 - Incident Details

Please answer the following questions to the best of your ability.

1. Date: _____

2. Time: _____

3. Location: _____

4. Please provide an account of what occurred and any relevant facts or context that may assist in investigating this incident.

5. Is the incident ongoing?

- Yes, the incident is ongoing/the behaviour has not stopped.
- No, the incident is not ongoing/the behaviour has stopped.
- Unsure whether the incident is ongoing/the behaviour has stopped.

6. Identify the person(s) or any information you have about who committed the alleged behaviour

Person's First Name _____

Person's Last Name _____

Person's Title _____

Where does this person work and/or go to school? _____

Any other identifying information _____

7. If applicable, please identify any person(s) who witnessed the alleged behaviour.

Person's First Name _____

Person's Last Name _____

Person's Title _____

Where does this person work and/or go to school? _____

Any other identifying information _____

Person's First Name _____

Person's Last Name _____

Person's Title _____

Where does this person work and/or go to school? _____

Any other identifying information _____

8. If there is any relevant documentation which might assist in investigating this incident (e.g. photos, social media accounts, etc.), please send it along with your completed intake form to conduct-conduite@ceea-aceg.ca.

PART 4- Request for Action

CEEA-ACÉG acknowledges the importance of respecting victim requests to forgo pursuing any punitive or remedial actions if they so choose. If the behaviour identified is serious in nature, and/or poses a threat to the safety of conference participants, CEEA-ACÉG will take necessary action to ensure the safety of participants.

In determining the response to this incident, the complainant's requests for specific remedial actions will be given appropriate consideration.

Please indicate how you would prefer the incident to be remedied and/or what action you would see as appropriate.

PART 5- Follow up

CEEA-ACÉG aims to respond to all Event Code of Conduct complaints in a timely manner.

In all cases, the alleged will be informed of the complaint against them and will be reminded to abide by the Event Code of Conduct. They will be informed of any immediate actions that are being taken, as determined by the Board and/or Staff of CEEA-ACÉG as appropriate.

If you have provided your contact information, you will receive notice via email that your complaint has been received and is being processed. You will also be informed of any immediate actions taken to remedy the incident. Pending review, you may be contacted for further information or follow-up.